



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

March 20, 2009

George Payton, President
Dauntless Molds
806 North Grand Avenue
Covina, CA 91724

Dear Mr. Payton:

RE: **FINAL MONITORING REPORT** for **DAUNTLESS MOLDS <100 (ET07-0314)**

Date of the Visit:	03/20/09
Beginning/Ending Time:	9:30 a.m. to 12:30 p.m.
Date of Last Visit:	04/03/08
Visit Location:	Covina
Persons in attendance:	Lilia Guzman, Office Manager, Dauntless Molds Margarita M. Paccarelli, ETP Contract Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	03/06/07 - 03/05/09	Agreement Amount:	\$49,920
Training Start Date:	03/12/07	No. to Retain:	32
Date Training must be Completed:	12/05/08	Range of Hours:	8 - 200
Type of Trainee:	Retrainee	Weighted Ave. Hours:	200

FINAL REPORT SUMMARY

• HISTORY OF AGREEMENT CHANGES

The Agreement was executed on April 5, 2007 and training began on March 12, 2007. Ms. Guzman reported that all training was completed on December 5, 2008, which allowed for the 90-day retention period to be completed within the term ending date of the Agreement – March 5, 2008.

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Since the inception of this Agreement, ETP approved the following changes:

- Amendment No. 1, executed on May 27, 2008, extended the ending term date by ten months from March 5, 2008 to January 5, 2009. According to Ms. Guzman, training has taken place at a slower pace due to increase in business. The additional months in this contract will allow your company to complete the required training in this Agreement. Contractor is requesting to extend the end term date for additional eight months from May 6, 2008 to January 6, 2009.
- Amendment No. 2, executed on May 27, 2008, extended the ending term date again by two months from January 5, 2009 to March 5, 2009. This Amendment also increased the maximum class/lab hours from 60 to 200. According to Ms. Guzman, there are approximately three trainees (tool makers) who already completed 60 class/lab hours, but will need additional training in manufacturing skills. The additional training is for cross-training in other equipments and processes.

• FINAL PROJECT STATISTICS

Your Agreement contains a variable training plan, which means that reimbursement will be based on the total actual number of training hours completed by each trainee between 8 and 200 class/lab training hours. There will be no reimbursement for any trainee who does not complete a minimum of 8 hours of training from the required curriculum.

Based on the data obtained from the ETP Online Tracking System, there are 30 trainees who met the minimum class/lab training hours with projected earnings of \$49,920 (100% of the Agreement amount). Since your company has received \$4,680 in progress payments, you will receive an additional \$45,240, if the anticipated number to retain is verified during the final fiscal closeout.

Ms. Guzman was reminded that this Agreement ended in March 5, 2009. At this time, all active trainees must either be dropped or invoiced for final payment. By the terms of the agreement the final contract closeout should have been completed within 30 days of the end term date of the Agreement. The final contract closeout invoice and associated documents must be submitted to ETP on or before the close of business on April 5, 2009.

• INTERVIEW WITH CONTRACTOR'S REPRESENTATIVES

When queried as to the benefits of training, Ms. Guzman reported that the company greatly benefited from the ETP-funded training. The training provided your employees the knowledge in manufacturing processes which help them meet the quality standards required by the industry. Trainees also learned how to identify problems, make work-related decisions, and process improvement.

Ms. Guzman also stated that she did not experience any problem with ETP record keeping and that ETP staff was very helpful in providing assistance in the administration of this project.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	36	Completed Training:	30
Trainees Enrolled:	36	Completed Retention:	30
Dropped Following Enrollment:	6	In Retention Period:	0
Currently in Training :	0		

The project statistics provided during this visit matches those listed on the current ETP Contract Status Report.

TRAINING RECORDS

Ms. Paccereilli conducted a random sampling of 10 trainees who completed training. Records reviewed validated the completion of the training hours required in this Agreement. Records show that these trainees completed between 29 and 192.59 class/lab training hours and the completed hours matches those posted on the ETP Online Tracking System. Records reviewed confirmed that the Agreement curriculum was provided as specified and the ratio of trainer to trainee delineated in the Agreement training plan was adhered to.

The above findings are based only on the training records reviewed during this visit and represent only a sample of the training records completed to date. Therefore, it is your responsibility to ensure that all training records comply with Panel requirements for auditing purposes. (Reference: Title 22 California Code of Regulations, Section 4442)

AUDIT

Your company will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk review. These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters.

To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Margarita Paccereili at (818) 755-1317 or by email at mpaccereili@etp.ca.gov within ten (10) working days from the receipt of this report.

Sincerely,

Dolores Kendrick, Manager
North Hollywood Regional Office

Margarita M. Paccereili, Analyst
North Hollywood Regional Office

cc: David Guzman, Chief, ETP Audit & Program Operations Division (via email)
Kulbir Mayall, ETP Fiscal Manager (via email)
Lilia Guzman, Dauntless Molds (via email)
Master File
Project File

Date report mailed to Contractor _____